

**BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND**



AIR FORCE INSTRUCTION 40-501

AIR FORCE MATERIEL COMMAND

Supplement 1

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Medical Command

THE AIR FORCE FITNESS PROGRAM

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ AFMC/SGOZ (Maj Paul T. Mordini) Certified by: HQ AFMC/SG (Col Dian L. Atkins)
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This supplement implements AFI 40-501, *The Air Force Fitness Program*. It outlines the AFMC Fitness Program and applies to all military members, both active duty and individual mobilization augmentee reservists, assigned or administratively attached to AFMC. Units may further supplement this instruction as required. If supplemented, submit a copy to HQ AFMC/SGOZ, 4225 Logistics Avenue, RM N209, Wright-Patterson AFB OH 45433-5761.

SUMMARY OF REVISIONS

Changes requirement for fitness assessments from calendar year to every 12 months. Changes GSU requirements for waivers from calendar year to every 12 months. Deletes exemptions for new accessions and TDY members who would not return before 31 Dec. Allows for TDY exemptions to keep members current while TDY for deployments and for 60 days after they return. Changes requirement for Health Fitness Instructor (HFI) to have American College of Sports Medicine (ACSM) certification only. Clarifies joint Health And Wellness Center (HAWC)/Services marketing strategies.

AFI 40-501, 5 April 2002, is supplemented as follows:

1.2.4.1. (Added) Members are considered “not tested” until they receive a passing score, an exemption, or are actively enrolled in a fitness improvement program. An “invalid assessment” is considered “not tested” until a valid score is achieved. Member is considered “incomplete” after two failures until member is enrolled into a fitness improvement program.

1.3.3.1. The Fitness Program Manager (FPM) will ensure GSU commanders receive a GSU Waiver memo (Atch 1) NLT 30 days before the expiration of the current waiver. The commander will submit memo to HQ AFMC/SGOZ or arrange to have members tested at the host base.

1.3.6. (Added) TDY does not constitute a valid reason for cycle ergometry exemptions. Members can be given a TDY exemption from testing to keep them “current” in the system until their return, if the exemption is for deployment TDYs of more than 30 day. It is effective for 60 days after their return. The member’s Unit Fitness Program Manager (UFPM) must submit a letter from the commander to Fitness

Program Manager stating the name, social security number, and date of the member's deployment. Members should be tested before their TDY if they are in the 12th month of their current cycle ergometry cycle.

1.3.6.1. (Added) If the deployment and dates are classified, a 90-day exemption will be granted and renewed as necessary.

2.5.4.1. (Added) The office of primary responsibility for the AFMC Fitness Program is HQ AFMC/SGOZ.

2.11.3.1. (Added) Informs AFMC/SG of taskings that require the commitment of AFMC resources above normal operating expenses.

2.12.9. (Added) Informs AFMC/SG of taskings that require the commitment of AFMC resources above normal operating expenses.

2.13.1.2. (Added) Evaluates the need for additional manpower to provide services to all DoD beneficiaries and civil service populations. When total active duty force exceeds 6,000 members, the FPM duties will become seriously overtasked. An assistant to the FPM is highly recommended in those instances. If appropriate, provides authorization for a full-time (HFI) to assist the FPM. The HFI is assigned to the HAWC full time.

2.13.1.3. (Added) Provide funds for continuing education of FPM to maintain HFI Certification.

2.13.2. "All personnel" includes all Air Force members assigned to the Military Personnel Flight of the main operating base to include tenant units.

2.13.2.1. All fitness testing will be conducted at a centralized fitness assessment facility, preferably within the HAWC.

2.13.3.1. (Added) Physical conditioning is a mission requirement. Provides reasonable duty time for physical conditioning. Ensures performance measures are used to monitor installation personnel compliance with AF fitness standards.

2.14.1. Consults with the HAWC staff on the purchase of exercise equipment to provide an integrated installation health and fitness program.

2.14.2. HQ AFMC/SV ensures safe and effective monitored fitness improvement classes are provided in fitness centers at no cost to the active duty member.

2.14.3. Collaborates with the health promotion manager (HPM) to identify fitness center staff training needs. Ensures attendance at training sessions by all fitness center staff and proper annotation of personnel training records.

2.14.5.1. (Added) Ensures certified personal trainers are available to work with members enrolled in Fitness Improvement Programs.

2.14.6. (Added) Ensures Services facilities do not endorse or promote nutritional or dietary supplements unless officially approved by the Air Force. Submit requests for approval to the command consultant dietitian (74 MDSS/SGSD).

2.14.7. (Added) Ensures marketing staff collaborates with the HAWC to promote joint fitness programs. Ensures fitness programs offered in the HAWC are billed as joint Health Promotion/Services activities by the Services marketing division. Information is routed to the Fitness Center Director for joint promotion through Services avenues.

- 2.14.8. (Added) Ensures HAWC's integration with fitness center is addressed in any renovation or construction plan.
- 2.15.5. (Added) Ensures AF Form 422 process is utilized facility-wide for cycle ergometry waivers. Ensures providers refer members requiring waivers to Medical Liaison Officer (MLO) for disposition.
- 2.17.6. (Added) Collaborates with the Services Combat Support Flight Commander/Chief to identify fitness center staff training needs. Schedules ongoing training with the fitness center director.
- 2.17.7. (Added) Collaborates with Services when the installation fitness center is assessed for renovation or new construction.
- 2.17.8. (Added) Coordinates with the fitness center director for marketing of exercise classes offered within the HAWC as joint Health Promotion/Services activities.
- 2.18.3. Obtains HFI certification within 1 year of hire.
- 2.18.4. Budgets for Fitness Program using the 3400 appropriation. Coordinates purchases of demonstration exercise equipment for the HAWC with Services to ensure an integrated health and fitness program.
- 2.18.5. Trains HFI on base fitness assessment policies and procedures.
- 2.18.19.1. May develop local forms or procedures to track fitness conditioning and program compliance.
- 2.18.21.1. (Added) The intent is to provide program education to personnel on a semiannual basis (i.e., commander's call, group briefings, etc.). FPM is not required to track attendance at individual level.
- 2.18.24. (Added) Determines when members should obtain nutritional counseling as part of fitness improvement efforts.
- 2.18.25. (Added) Serves as an advisor/consultant to the fitness center director on matters directly relating to exercise activities in the fitness center (within the scope of education and expertise of the FPM). Areas of concentration are Fitness Improvement Programs (FIPs), automated fitness assessments, and fitness activities requiring exercise knowledge.
- 2.18.25.1. (Added) Provides training to fitness center personnel at least quarterly.
- 2.18.25.2. (Added) Training materials used should be those readily available within the HAWC, and may include materials being used in conjunction with the FIPs.
- 2.19.5. Uses American College of Sports Medicine "Resource Manual for Guidelines for Exercise Test-ing and Prescription" for conditions and medications that affect cycle ergometry assessment.
- 2.19.5.1. (Added) Members on nicotine replacement therapy (NRT) can test 12 hours after removal of the patch. Use of NRT alone does not warrant a medical exemption.
- 2.19.9. Assists with briefings to unit commanders and personnel in conjunction with HPM and FPM as needed.
- 2.20.6.4.1. (Added) Ensures member continues to participate in an ongoing, self-directed physical conditioning program and provides required documentation.
- 2.21.3.2. (Added) Ensures unit reports from FPM are accurate. Notifies the FPM when discrepancies are noted.
- 2.21.4. Notifies members, in writing from the commander, of scheduled fitness testing date and time.

2.21.7. May use locally developed forms or procedures approved by the FPM to track member's participation.

2.21.14.2. (Added) Members will not be exempted from testing due to TDY, unless TDY is for a deployment greater than 30 days in length IAW paragraph. 1.3.6. above

2.22.2.2. (Added) Fitness Assessment Monitors (FAMs) will be trained on all new equipment, software, and test administration procedures by the FPM before conducting testing

2.24. (Added) Health/Fitness Instructor (HFI):.

2.24. (Added) 2.24.1. The HFI will assist the FPM in implementing the Fitness Program.

2.24.2. (Added) 2.24.2. HFI duties will include: instructing personnel in conditioning equipment usage; ensuring monitored fitness improvement programs are conducted and implemented appropriately; and assisting in fitness assessments; and developing exercise prescriptions for active duty members, family members, retirees, and DoD civilians.

2.24.3. (Added) Examines all components of total health when accomplishing an exercise prescription including stress management, nutrition, family issues, etc.

2.24.4. (Added) Recommend the HFI be certified as an HFI by the American College of Sports Medicine or equivalent fitness organization, e.g., Aerobics and Fitness Association of America.

3.3.1. Unit Fitness Program Managers (UFPM) will schedule all fitness reassessments.

3.4.4.1. Members should complete a health risk assessment upon entering the Self-directed Fitness Improvement Program (SFIP).

3.4.4.1.1. Monitoring intensity of the exercise regimen is a critical component for success. It is recommended that members enrolled in the SFIP monitor their program intensity by using heart-rate monitors, METs (a metabolic equivalent unit), or other FPM guidelines. Heart-rate monitoring is required in the MFIP.

3.4.4.1.2. (Added) The FPM may utilize a fitness demonstration area to instruct proper usage of fitness equipment, monitoring participation until behavior modification has occurred. Clients are expected to use alternate locations (i.e., fitness center, home equipment, etc.) for fitness conditioning.

3.4.5. Once a member is enrolled into SFIP/MFIP, the member cannot be reassessed until on SFIP a minimum of 90 days. Members who do not meet the minimum fitness standards will be reassessed NLT 180 days in the SFIP. Administrative actions are not taken on members who have failed to meet AF fitness standards while in the SFIP.

3.4.6.2. The MFIP is offered a minimum of 5 days per week by the fitness center at no charge to active duty members. Members should discuss with the FPM how they should continue their fitness improvement program while on leave and TDY.

3.4.6.2.3. (Added) It is imperative for the integrity of the program that this program be directly monitored, and not be a self-documented exercise program. Fitness center staff must either personally observe the individual exercising or use a computer-interfaced heart rate monitor system. Sign-in rosters without personal observation are not appropriate.

3.4.7. The FPM will decide how frequently to reassess members enrolled in the MFIP. Administrative actions are not taken on members who have failed to meet AF fitness standards while in the MFIP.

Members who meet the minimum fitness standards will be evaluated in 12 months. Members who do not meet the minimum fitness standards will be reassessed no later than 180 days in the MFIP.

3.4.10.1. "Assessment of the member's participation" means to evaluate all aspects of the individual's fitness improvement program, including a determination of whether or not the member met minimum fitness activity levels as defined in paragraph 3.2.2.

3.4.10.2. May use locally developed forms or procedures to track member's participation.

3.5.1. New accessions have up to 60 days after they have arrived on station to complete a fitness assessment. This is at the discretion of the commander, who may require the assessment sooner. Personnel who are arriving as part of a permanent change of station (PCS) and who are not current will complete a fitness assessment as soon as possible. Local acclimation policies may apply. PCS is not a valid reason for cycle ergometry exemption.

4.1. The FPM will update PDS weekly if not using FTP function in Fit Management.

Attachment 10**SAMPLE MEMO**

MEMORANDUM FOR _____ (Unit/CC)

FROM: (Unit/Office Symbol of FPM)

SUBJECT: Testing Status of Geographically Separated Unit (GSU) Personnel

1. All Air Force members must be assessed at least every 12 months to ensure compliance with AF fitness standards. In accordance with AFI 40-501, Air Force Fitness Program, the parent commander may waive from fitness testing members assigned to a GSU. However, in order for the unit to be waived, it must be greater than 30 miles from the host or main operating base. The host or main operating base is defined as the base where the member's MPF is located.
2. If your unit meets the above criteria and you desire to waive your unit, please complete the indorse-ment below to ensure the requirements in the AFI are met. Upon request, the Fitness Program Manager (FPM) can assist in development of a unit physical conditioning program or can review or approve an existing program.
3. If your unit does not meet the criteria or you wish to have your members complete the cycle ergometry assessment at the Health and Wellness Center, please have your unit fitness program manager contact the FPM to schedule members for fitness assessment. The FPM can be contacted at DSN_____ or by e-mail at (e-mail address)_____.

//Signature of FPM//

Signature Block

1st Ind, _____(Unit/CC)

TO: HQ AFMC/SGOZ

1. I recommend a unit waiver from cycle ergometry testing for (name of unit) IAW AFI 40-501 for the next 12 months. I understand as the unit commander I am responsible to ensure all assigned members participate in a formal physical conditioning program that satisfies the AF Fitness Program goal.

2. I have appointed the following person as the Unit Fitness Program Manager (UFPM):

Rank/Name:

Unit/Office Symbol:

Duty phone number:

E-mail address:

The UFPM is responsible for at least quarterly reviews of documentation of each member's participation in a physical conditioning program. Based on review of each member's participation, the UFPM will brief the commander on the number of members engaging in a formal physical conditioning program.

3. This waiver applies only while member is assigned to current unit.

//Signature of Unit/CC//

cc:

Unit/Office Symbol of FPM

GEORGE W. SEIGNIOUS IV, Colonel, USAF
Command Surgeon